



# Sellers Checklist

## Before Closing:

- Provide Trinity Title with your current loan company information, if applicable, so that a payoff statement can be ordered. If your property is subject to dues by a HOA lease provide the name and phone number of the association.
- Provide document of any change in marital status (divorce, marriage or death) during your current ownership.
- If you will not be present at the closing and are planning to use a POA (Power of Attorney) for signatures on legal documents, please have the POA approved by Trinity prior to closing.

## Required at Closing:

- Driver License for seller(s) and spouse, if applicable.
- Social Security Numbers from seller(s) and spouse, if applicable.
- Bring extra house keys, garage door openers, warranties or operational manuals for all appliances or mechanical equipment for pools to transfer to the buyer(s).

## Avoid Closing Delays:

- The lenders and title insurers require single owners who have married during the course of ownership of the property to have their spouse join in on signing the documents at closing.
- Cancel your homeowner's insurance with your insurance agent if you are moving away from the property at closing, you should also notify your insurance agent of this changes.

## After Closing Delays:

- Your lender will refund all monies left in your escrow account approximately 15-30 business days after they receive the payoff funds. The lender will mail a package containing your originals promissory note marked "PAID" and other loan documents. Retain these for future reference. They may also include a release of lien document which should be recorded with the county clerk's office to remove the lien of record.
- Your closing statement serves as a substitute Form 1099s for tax purposes.